

Mechanical Engineering Design and Development Laboratory Policy

MEDDL Policy

1. Safety glasses, cover goggles, or face shields are required when in the makerspace, whether working or not.
2. Close-toed shoes must be worn in the whole space. No one wearing sandals will be allowed to enter the space. The minimum footwear must cover the entire foot.
3. Do not operate any item of equipment unless you have been authorized to operate it. If you have any questions regarding the use of equipment, ask the area supervisor.
4. No work may be performed using power tools unless at least two people are in the makerspace and can see each other.
5. Machines must be shut off when cleaning, repairing, or oiling.
6. Do not wear ties, loose clothing, jewelry, gloves, etc. around moving or rotating machinery. Long hair must be tied back or covered to keep it away from moving machinery. Hand protection in the form of suitable gloves should be used for handling hot objects, glass, or sharp-edged items.
7. Never indulge in horseplay in the makerspace.
8. Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks, pliers, etc. Never use a rag near moving machinery.
9. Practice cleanliness and orderliness in the space. Put everything back & clean up your area.
10. Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.
11. Before starting a machine, always check it for correct setup and always check to see if machine is clear by operating it manually, if possible.
12. Safe procedures for most operations are described in the Health and Safety manual located by the front door. READ THEM!
13. Any equipment or machine containing a sign which states "Authorize Personnel Only" is OFF LIMITS.

MEDDL User Agreement

I have read the MEDDL Safety Policy and Rules, and understand them as they apply to my work in the Mechanical Engineering Design and Development Laboratory areas. Specifically:

1. I agree to abide by the published and posted regulations and accept personal responsibility for my work and actions in the makerspace. I will abide by all additional rules. I understand that my failure to do so may result in my loss of privileges in the makerspace.
2. I understand the spaces access rules, supervision requirements, and hours.
3. I will always wear safety glasses while in the makerspace.
4. I understand that the minimum Personal Protection Equipment (PPE) required to work in the space is safety glasses, closed toed shoes, long pants, tied up hair, and no jewelry or loose clothing.
5. After use, I will thoroughly clean and maintain all equipment, floors, and workbench space I use. I will begin clean-up 30 minutes before closing or before my lab session ends.

6. I will not attempt to use any machine, tool, or equipment that I do not have written permission to use. I will ask for instruction and/or training before using any machine, tool, or equipment with which I am not familiar.

7. For any equipment or tooling I damage; I will promptly notify a staff member and I will leave my name and contact information (phone number or email address). I understand that it is a privilege and learning opportunity to use the shop facilities and agree to abide by all university regulations and stipulations placed upon me as conditions for working in these areas.

By signing this document, I, _____, agree to abide by I agree to use makerspace responsibly in accordance with the rules, policies, and guidelines in this document.

MEDDL User

Date

MEDDL Makerspace

Date